



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 315	SUBJECT RE-EMPLOYMENT OF RETIRED EMPLOYEES
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POLICY STATEMENT

Employees who have retired under the City of Newport News Retirement Plan may be rehired under the following circumstances:

A. Temporary and Part Time Positions

Employees who have retired may be rehired in temporary or part time positions after a lapse of at least 30 days from the effective date of their retirement without affecting their retirement status and retirement benefits with the City.

Appropriate circumstances for re-employment of retirees include temporary projects with a duration of twelve (12) months or less and part time employment which averages twenty four (24) hours a week or less. It is the intent of this policy that employees re-employed under this policy be employed in a different capacity from the one which was held prior to retirement. Exceptions may be made by the City Manager in appropriate circumstances such as for temporary or substitute work of a limited duration.

It is the intent of this policy that retirees who are re-employed will be compensated in the entry range for the work performed in accordance with established policies. Further, it is the intent of this policy that the sum of the employee's compensation for the work performed and the employee's retirement benefit should not significantly exceed the employee's rate of pay at the time of retirement. However, an employee's rate of pay may be adjusted to reflect general, merit, and other increases which may have been granted to City employees, to take into account any substantial differences in the work the person will be performing, and to reflect any other compelling circumstances which may justify a greater rate of pay in the interest of compensation equity. The Director of Human Resources is authorized to establish the appropriate rate of pay within the intent of this policy and is authorized to periodically adjust the rates of pay as appropriate. Retirees re-employed under these provisions will be compensated on an hourly basis and will not be eligible for regular full-time employee benefits. Rehired retirees employed on a regular part-time basis will be eligible for any part-time benefits in accordance with appropriate policy. Any exception to this policy must be established at the time of rehire and requires the written approval of the City Manager.

AMENDS/SUPERSEDES SECTION 315, DATED 11/1/99	REFERENCES	APPROVAL
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B. Regular, Full Time Positions

Employees who have retired shall not be rehired in a regular full time position until at least one year has elapsed after retirement. In these cases, the employee will cease receiving any City retirement benefits. The employees shall receive appropriate compensation for the position held and shall accrue leave on the same basis as a new employee. Service in the new position will be credited to retirement but the employee shall not receive any retirement benefits until the employee retires again. At the time of retirement, the employee's retirement benefit will be computed in accordance with the provisions of the City Code.

C. Posting of Jobs

In most cases of rehiring of retirees, the retiree applies through normal procedures for posted jobs vacancies and is selected through a competitive process. In certain cases in which the retiree is rehired by the City at the City's request to perform highly specialized work related to the job the employee held in regular status, there is the need for continuity and it is unlikely other applicants would possess the same degree of knowledge of the specific project, the Director of Human Resources may waive posting.

D. Independent Contractor Status

Retired employees who qualify as independent contractors in accordance with Internal Revenue Service regulations may enter into contractual agreements for the provision of certain services to the City upon approval of the City Manager or City Council, as appropriate. Any such agreements must be processed through appropriate procurement procedures. Retired employees providing these services are considered to be self-employed and are not employees of the City of Newport News.

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